

Pymble Ladies' College

POSITION DESCRIPTION

Title:	Philanthropy Co-ordinator
Date updated:	September 2025
Reports to:	Director of Philanthropy

COLLEGE VALUES



Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church school in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others
COURAGE – I am open to new experiences to learn and grow
RESPONSIBILITY – I take ownership of my actions
RESPECT – I value diversity, my worth and the worth of others
INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The Philanthropy Co-ordinator reports to the Director of Philanthropy and is responsible for the provision of administrative support and project co-ordination to the Foundation office.

The purpose of the role is to ensure the smooth and efficient functioning of the Pymble Foundation. It provides support through database administration, dissemination of communications, assisting with event planning, helping to coordinate donor recognition, processing donations and other duties required by the Director of Philanthropy, the Principal and the Foundation Board.

This role will interact with a variety of stakeholders across the Pymble community and beyond. These include families, students, staff, suppliers and contractors, the Principal, members of the Foundation Board and senior executive team.

This role requires a high degree of discretion and confidentiality due to the sensitive nature of the data and financial information managed in the Foundation Office.

ROLE ACCOUNTABILITIES

1. Administration and database management for Development and Programs

- 1.1 Supporting the Director of Philanthropy with the donor stewardship process to build a group of engaged and connected, long term donor relationships.
- 1.2 Maintain and update the Foundation Office database (Salesforce) to ensure all Pymble Community donor data is accurate, updated appropriately and securely held by the Foundation.
- 1.3 Provide accurate and timely analysis and reports from the database as required by the Director and the Foundation board.
- 1.4 Undertake the processing of donations including receipting, recognition and donor communications consistent with donor stewardship processes/protocols. Ensure donations are accurately recorded in the Foundation Office database.
- 1.5 Support Foundation fundraising programs and activities including the organisation and delivery of the Annual Appeal and Capital Campaign.

2. Support for events in collaboration with Community Engagement and Facilities teams

- 2.1 Support the logistics of all Foundation events through inception, planning, execution and debrief of events. Support activities such as preparation of invitations, approvals, display, data entry, function requests, run sheets, Humantix/Trybooking, evaluations, data entry and reports
- 2.2 Collaborate closely with Community Engagement, Facilities and other teams within the Pymble community to deliver high quality events which may include
 - GHP Morning Teas with students and parents
 - Stewardship Events
 - Foundation Dinners
 - Donor Thank You Events
 - AGM
 - Biennial Gala Ball
- 2.3 Coordinate calendars and diaries with key stakeholders such as the Executive Assistant to the Principal (Shannon Sengupta), the Executive Writer (Mara Lee), executive assistants to the senior executive team and the Company Secretary (Fiona Crawford) to ensure availability of the Principal, senior executive team and Foundation Board members/Pymble Board members for events or activities.

3. Co-ordinating communications

- 3.1 Support the preparation and dissemination of communications which are tailored to engage diverse audiences across different mediums (email, newsletters, social media, website etc)
- 3.2 These key responsibilities include:
 - support with preparing and proof reading emails for campaigns and other communications materials
 - produce reminder and thank you letters for gifts and pledge donations as required
 - prepare data, merge letters and manage mail outs
- 3.3 Ensure all written and verbal communication is courteous, professional, accurate, and reflective of College values.

4. Risk and Compliance

- 4.1 Report directly to the Principal on any matters relating to child protection.
- 4.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.
- 4.3 Supports the Director of Philanthropy in the administrative tasks related to meeting regulatory, reporting and compliance obligations relevant to fund-raising in schools/not-for-profit organisations.

5. Professional Learning

- 5.1 Work towards enhancing Salesforce utilisation with a long term goal of becoming a specialist or super user of the system
- 5.2 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role and able to develop and grow your capabilities.

6. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Willingness to support and promote the ethos and values of the College.
- Experience with fundraising, donor relations, gifting or similar role focused on philanthropy within the not-for-profit or Education sector is desirable.
- Ability to manage various tasks at one time and balance conflicting priorities with the drive to deliver them on time and on budget.
- Calm under pressure, considered decision-making skills and a focus on delivering outcomes.
- Excellent communication skills including empathy, cultural sensitivity, and a 'can do' mindset.
- Experience managing donor lists and databases, including CRM expertise such as Salesforce or Rasier's Edge or the willingness to learn.
- Stakeholder management skills to interact with teams and individuals across the College Community and beyond.
- Demonstrated strong interpersonal skills, and ability to collaborate and work effectively both within a team and autonomously.
- Strong verbal – clear communicator, with a warm, friendly, efficient and professional phone manner.
- Ability to be available to provide support to events which may, from time to time, be held outside regular office hours.